



Washington State Department of Early Learning

“Kids’ Potential, Our Purpose.”

10.1.4 Supervisory Review Policy and Procedure Tip Sheet

When is it effective? October 1, 2009

What does it mean to me?

- DEL will provide notification in writing to the licensee regarding the supervisory review process.
- Within 10 business days of issuance of the notice of a valid complaint finding or notification of a WAC violation on a compliance agreement, a licensee may request a supervisory review.
- If health and safety issues are noted, the licensor may develop a safety plan with the licensee while the supervisory review process is taking place.
- If the licensee is requesting a supervisory review on both a facility licensing compliance agreement and a complaint finding, and they are the result of the same issue, the supervisor may combine both issues into a combined supervisory review.
- If a supervisory review has been requested, the licensor will prepare all required documentation for the supervisor to review. The supervisor has 15 days (or more if the licensee is notified) after receipt of the documents to review file.
- If the licensee requests a secondary review, the field supervisor will forward all related documents to the ASAM, or designee. The ASAM or designee has 15 days (or more if the licensee is notified) after receipt of the documents to review file.
- If the licensee requests a final review, the ASAM will forward all related documents to the SAM. The SAM has 15 days (or more if the licensee is notified) after receipt of the documents to review file.

What is important to remember?

- The review must be documented on the DEL Supervisory Review Form.
- If DEL imposes a legal action such as the assessment of civil penalties, application denials, disqualifications, license modifications, suspensions, revocations or other legal actions, a child care licensee may not request a supervisory review of the action.
- Licensees may request a hearing with the Office of Administrative Hearings (OAH) to appeal legal actions.
- All valid complaint findings and decision letters will be sent out certified and restricted with return receipt.

Resources associated with the policy:

- 10.1.4 Supervisory Review Policy
- 10.1.4 Supervisory Review Procedure
- 10.9.1.12 Supervisory Review Instrument
- 10.9.1.3 Supervisory Review Decision Letter
- 10.9.1.26 Supervisory Review Extension Letter

Training expectation:

- Supervisors are responsible for ensuring that all licensing staff have read and understand and follow all policies as they are distributed.

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Use the Licensing
Issues Application,
located on the
Insider Licensing
page, to report any
issues with current
documents.